

## SELF-SERVICE CENTER

### PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) – WITH CHILDREN

**STEP 1:** Make **1** copy of the “*Family Court Cover Sheet*” after you have filled it out.

Make **2** copies of the following documents after you have filled them out:

- “*Sensitive Data Sheet*”
- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Marriage (Divorce)*”
- “*Notice of Right to Convert Health Insurance*”
- “*Order and Notice for the Parent Information Program*”
- “*Notice Regarding Creditors*”
- “*Affidavit of Minor Children*”

**STEP 2:** SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

**SET 1 - ORIGINALS FOR CLERK OF COURT:**

- “*Family Court Cover Sheet*”
- “*Sensitive Data Sheet*”
- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Marriage*”
- “*Notice of Right to Convert Health Insurance*”
- “*Order and Notice for Parent Information Program*”
- “*Affidavit of Minor Children*”
- “*Notice Regarding Creditors*”

**SET 2 - COPIES FOR SPOUSE:**

- “*Sensitive Data Sheet*”
- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Marriage*”
- “*Notice of Right to Convert Health Insurance*”
- “*Order and Notice for Parent Information Program*”
- “*Affidavit of Minor Children*”
- “*Notice Regarding Creditors*”

**SET 3 – COPIES FOR YOU:**

- “*Family Court Cover Sheet*”
- “*Sensitive Data Sheet*”
- “*Summons*”
- “*Preliminary Injunction*”
- “*Petition for Dissolution of Marriage*”
- “*Notice of Right to Convert Health Insurance*”
- “*Order and Notice for Parent Information Program*”
- “*Affidavit of Minor Children*”
- “*Notice Regarding Creditors*”

**STEP 3:** FILE THE PAPERS AT THE COURT:

**GO TO:** **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court  
**Central Court Building**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

The Clerk of the Superior Court  
**Southeast Court Complex**  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

The Clerk of the Superior Court  
**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

The Clerk of Superior Court  
**Northeast Regional Court Center**  
18380 North 40<sup>th</sup> Street  
Phoenix, AZ 85032

**FILE:** Go to the Clerk of the Court filing counter to file your documents.

**FEES:** There is a filing fee and service fees for all Petitions. If you think you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

**PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with cash, check or a Money Order for the filing fee of **\$276.00**.

**MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:**

- Your Set of Copies
- Your Spouse's Set of Copies

**STEP 4:** Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.